



ADDY NOTE



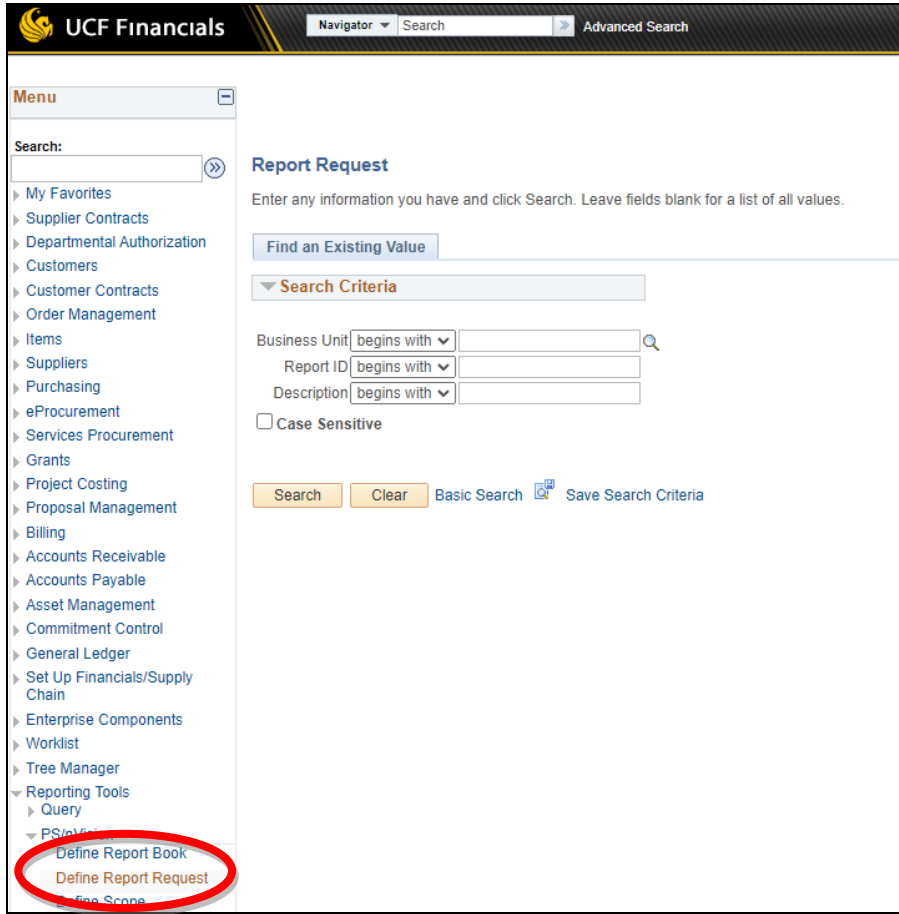
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ATTENTION:

This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

Running a Budget Position Report for Student Financials Details

This Addy Note explains how to run a Budget Position Report to view receipt numbers for all deposits made through the Cashier.

Step	Action
1.	<p>Navigate to: Main Menu > Reporting Tools > PS/nVision > Define Report Request.</p> 



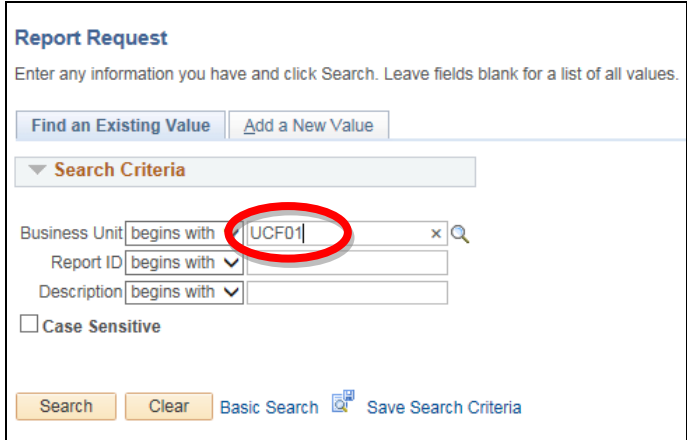
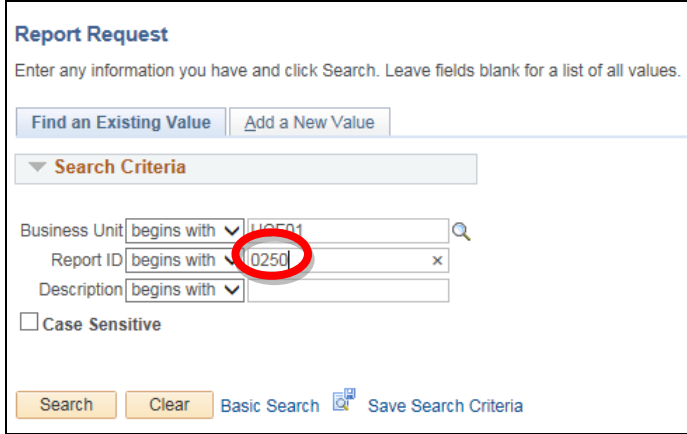
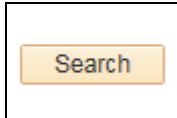
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Step	Action
2.	<p>Enter UCF01 in the Business Unit field.</p> 
3.	<p>Enter the first four (4) numbers of the department or project ID in the Report ID field.</p> 
4.	<p>Click Search.</p> 



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5.	<p>Select a Report ID ending in DSY or PSY (where “D” stands for department and “P” stands for project).</p> <div><div>View All</div><div>First1-24 of 24Last</div><table><tr><th>Business Unit</th><th>Report ID</th><th>Description</th></tr><tr><td>UCF01</td><td>02501DCX</td><td>Budget Position</td></tr><tr><td>UCF01</td><td>02501DCY</td><td>Budget Position</td></tr><tr><td>UCF01</td><td>02501DNX</td><td>Budget Position</td></tr><tr><td>UCF01</td><td>02501DNY</td><td>Budget Position</td></tr><tr><td>UCF01</td><td>02501DSY</td><td>Budget Position</td></tr><tr><td>UCF01</td><td>02501DSY</td><td>Budget Position</td></tr><tr><td>UCF01</td><td>02501PCX</td><td>Budget Position</td></tr><tr><td>UCF01</td><td>02501PCY</td><td>Budget Position</td></tr><tr><td>UCF01</td><td>02501PNX</td><td>Budget Position</td></tr><tr><td>UCF01</td><td>02501PNY</td><td>Budget Position</td></tr><tr><td>UCF01</td><td>02501PSX</td><td>Budget Position</td></tr><tr><td>UCF01</td><td>02501PSY</td><td>Budget Position</td></tr><tr><td>UCF01</td><td>02502DCX</td><td>Revenue Report</td></tr></table></div>	Business Unit	Report ID	Description	UCF01	02501DCX	Budget Position	UCF01	02501DCY	Budget Position	UCF01	02501DNX	Budget Position	UCF01	02501DNY	Budget Position	UCF01	02501DSY	Budget Position	UCF01	02501DSY	Budget Position	UCF01	02501PCX	Budget Position	UCF01	02501PCY	Budget Position	UCF01	02501PNX	Budget Position	UCF01	02501PNY	Budget Position	UCF01	02501PSX	Budget Position	UCF01	02501PSY	Budget Position	UCF01	02502DCX	Revenue Report
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6.	<p>In the Layout field, make the appropriate change if necessary:</p> <ul style="list-style-type: none">To run a standard report,<ul style="list-style-type: none">Enter BP_FYXXD (replace XX with the last two digits of the fiscal year the report covers) for a department.Enter BUDGPOSP for a project.To run a report that displays all the months in the current fiscal year,<ul style="list-style-type: none">Enter BP_FYXXD_NPL (replace XX with the last two digits of the current fiscal year) for a department.Enter BUDGPOSP_CG for a project. <div><div>Business Unit:UCF01Report ID:02501DSY</div><div>Report Title:Budget Position</div><div>*Layout:BP_FY17D</div></div>																																										



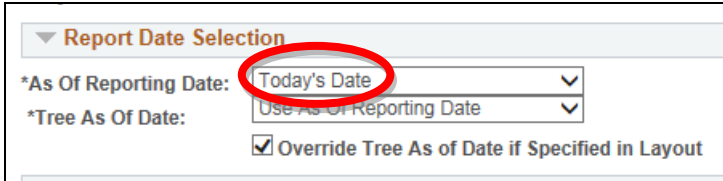
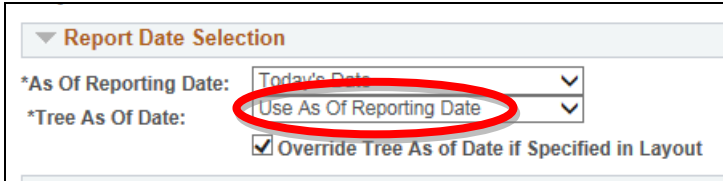
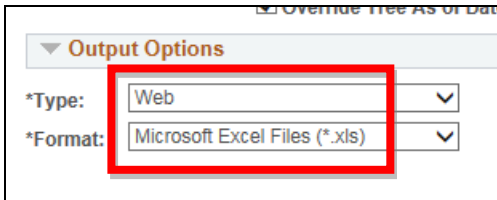
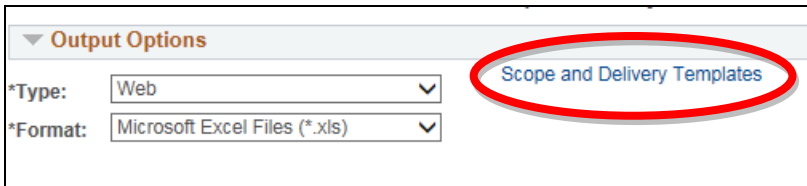
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Step	Action
7.	<p>Verify that the As of Reporting Date field is Today's Date.</p>  <p>Note: Select Specify from the dropdown list to enter a specific date, if needed.</p>
8.	<p>Verify that the Tree As Of Date field defaults to Use As Of Reporting Date. If it has not defaulted, select it.</p> 
9.	<p>Verify that Web defaults in the Type field and Microsoft Excel Files defaults in the Format field. If they have not defaulted, select them.</p> 
10.	<p>Click the Scope and Delivery Templates link.</p> 



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11.	<p>Verify the Report Scope follows this naming convention:</p> <ol style="list-style-type: none">1. The first place value will be D or P.2. Verify the department or project number3. Verify that the last letter is C, S, or N – depending on the Report ID's 7th letter in step 7.4. Your Report Scope should be a variation of this: D02500001S. <div><p>Report Scope:</p><p>D02500001S</p></div>
12.	<p>Click OK.</p> <div><p>OK</p></div>
13.	<p>Click Save.</p> <div><p>Save</p></div>
14.	<p>Click Run Report.</p> <div><p>Run Report</p></div>



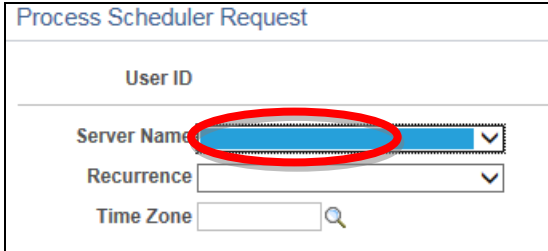
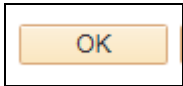
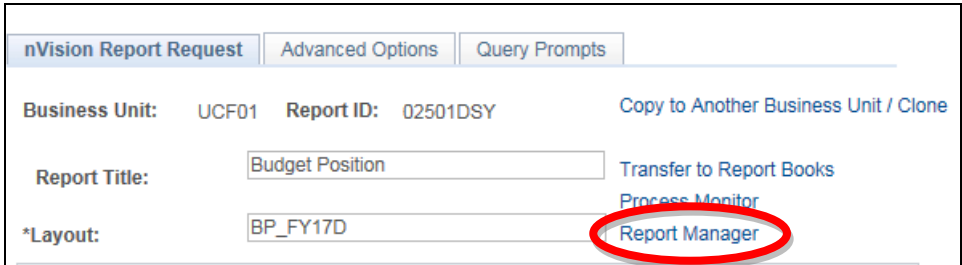
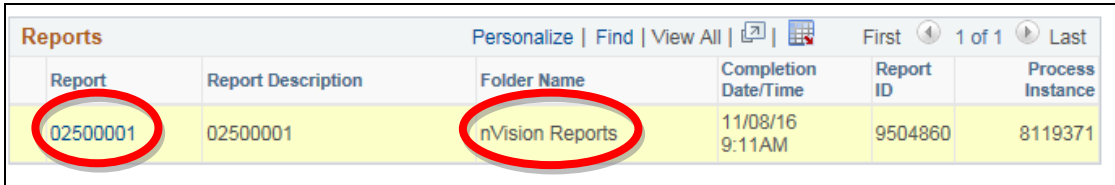
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15.	Verify that the Server Name field is blank. 
16.	Click OK . 
17.	Click the Report Manager link. 
18.	Select the nVision Reports link. If the report hasn't displayed, click Refresh . 



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19.	Click the file name ending in .xls. <table border="1"><thead><tr><th colspan="2">File List</th></tr><tr><th>Name</th><th>File Size (bytes)</th></tr></thead><tbody><tr><td>02500001.xlsx</td><td>24,352</td></tr></tbody></table>	File List		Name	File Size (bytes)	02500001.xlsx	24,352
File List							
Name	File Size (bytes)						
02500001.xlsx	24,352						
20.	Save the Budget Position Report to the desktop or another location outside of PeopleSoft.						
21.	Open the saved Budget Position Report in Excel. <table border="1"><tr><td>Budget Position As of: February 07, 2017 02500001 FN ACT-OPERATIONS</td></tr></table>	Budget Position As of: February 07, 2017 02500001 FN ACT-OPERATIONS					
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22. To find receipt number for deposits made at the Cashier’s Office, select the balance from the **Year to Date Totals** column for the revenue account code where the receipt number would reside. If you do not know the location, click the **Revenues** subtotal.

		Budget Position As of: February 07, 2017 02500001 FN ACT-OPERATIONS			
		Current Period Totals	PO Rollover Budget	Budget Control****	Year to Date Totals***
Account	Description				
711201	ADMIN AND PROF	11,821.80	0.00	0.00	171,598.28
711301	UNIV SUP PERSONNEL SYSTEM	1,464.66	0.00	0.00	16,892.65
711401	SOCIAL SECURITY MATCH-SALARY	1,018.39	0.00	0.00	7,477.80
711504	PUB EMPL OPTIONAL RET PLAN	240.15	0.00	0.00	3,434.91
711550	OPTIONAL RET PLAN MATCHING	783.48	0.00	0.00	11,347.30
711551	PRETAX ADMIN ASSESSMENTS	9.52	0.00	0.00	106.02
711601	STATE HEALTH EMPL CONTR	1,011.22	0.00	0.00	11,214.36
711602	STATE LIFE EMPLOYERS CONTR	5.37	0.00	0.00	68.02
711603	STATE DISABILITY EMPL CONTR	4.27	0.00	0.00	57.60
749801	EMPLOYEE AWARDS NONTAX	0.00	0.00	0.00	100.00
749906	PERQUISITES	196.11	0.00	0.00	3,887.90
SubTotal	Salary	16,554.97	0.00	0.00	226,184.84
722101	TELEPHONE SERVICES	0.00	0.00	0.00	47,688.48
722104	TELEPHONE EQ INSTALLATION	0.00	0.00	0.00	750.00
722501	POSTAGE	0.00	0.00	0.00	16,406.25
723101	PRINT SHOP	0.00	0.00	0.00	1,834.26
723102	QUICK COPY	0.00	0.00	0.00	18.26
723109	PRINTING	0.00	0.00	0.00	9,831.04
726101	TRAVEL IN STATE	0.00	1,217.00	0.00	1,780.68
726201	TRAVEL OUT OF STATE	1,596.65	14,788.88	0.00	26,349.67
734299	SUPPLIES WO	0.00	0.00	0.00	5.00
737199	FUEL-PHY PLT CHRGS	0.00	0.00	0.00	479.22
738101	OFFICE SUPPLIES	0.00	65.99	0.00	17,048.22
739101	LICENSE-SOFTWARE/OTHER NONTAG	0.00	1,398.00	0.00	1,856.40
743401	RENTAL OF FACILITIES	0.00	0.00	0.00	222.50
744101	EQUIPMENT RENT & LEASE	0.00	0.00	0.00	2,916.00
744201	COPY EQUIPMENT RENTAL	0.00	0.00	0.00	5,786.65
746101	REG FEE INSTATE NO TRAVEL EXP	0.00	100.00	0.00	100.00
749201	SUBSCRIPTIONS	0.00	0.00	0.00	960.00
749301	DUES/MEMBERSHIPS	0.00	0.00	0.00	1,770.00
749916	PARKING FEES/DECALS/PASS	0.00	0.00	0.00	4,111.46
789101	INTEREST PENALTIES	0.00	0.00	0.00	136.68

In this example, we assume you know the account credited with the student’s receipt is account 726101 **Travel In State** account. Therefore, you can click on the year-to-date total for that line. If you did not know the account, you would select the year-to-date total for the **Revenues** line.



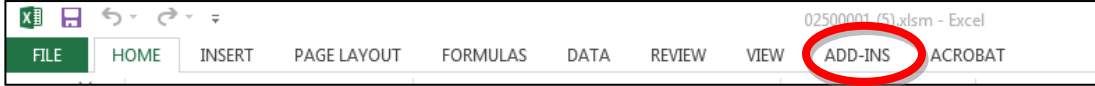
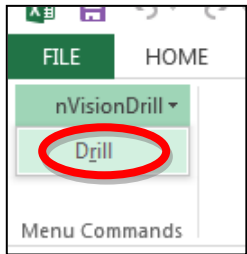
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23.	<p>Click the Add-Ins at the top of the page.</p>  <p>If the Add-Ins tab is not available, download and install the DrillToPIA.xla Excel macro from the UCF Financials Helpful Resources page (https://financials.ucf.edu/helpful-resources-about/) under Reporting.</p>
24.	<p>Select nVisionDrill > Drill.</p> 




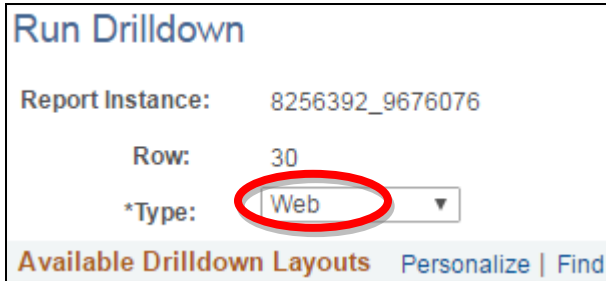
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25.	<p>If not already logged in, the UCF Financials screen will display. Login using your NID and password.</p> 
26.	<p>On the Run Drilldown page, change the Type in the dropdown box to Web.</p> 















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27.	<p>Select Run Drilldown for Student Financials Details.</p> <table><tr><td>Project by Period</td><td>FIN2_NT ▼</td><td>Run Drilldown</td></tr><tr><td>SBL Budget Lines</td><td>FIN2_NT ▼</td><td>Run Drilldown</td></tr><tr><td>KK Budget Lines</td><td>FIN2_NT ▼</td><td>Run Drilldown</td></tr><tr><td>Student Financial Details</td><td>FIN2_NT ▼</td><td>Run Drilldown</td></tr><tr><td>AP Detail</td><td>FIN7_NT ▼</td><td>Run Drilldown</td></tr></table> <p>Note: If the funds originated from a journal other than STF, then the Journal Lines Run Drilldown should be selected.</p>	Project by Period	FIN2_NT ▼	Run Drilldown	SBL Budget Lines	FIN2_NT ▼	Run Drilldown	KK Budget Lines	FIN2_NT ▼	Run Drilldown	Student Financial Details	FIN2_NT ▼	Run Drilldown	AP Detail	FIN7_NT ▼	Run Drilldown																	
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28.	<p>In the Report Manager page that displays, select the report ending in .xls.</p> <table><tr><th colspan="8">Report List</th></tr><tr><td colspan="4"></td><td>Personalize Find View All  </td><td>First </td><td>1-4 of 4</td><td> Last</td></tr><tr><th>Select</th><th>Report ID</th><th>Prce Instance</th><th>Description</th><th>Request Date/Time</th><th>Format</th><th>Status</th><th>Details</th></tr><tr><td><input type="checkbox"/></td><td>9676076</td><td>825639</td><td>02500001</td><td>02/07/2017 3:34:42PM</td><td>Microsoft Excel Files (*.xls)</td><td>Posted</td><td>Details</td></tr></table> <p>Note: If you need to return to the drilldown report at a later time, sign into UCF Financials and go to Reporting Tools > Report Manager to locate the drilldown report.</p>	Report List												Personalize Find View All  	First 	1-4 of 4	 Last	Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	9676076	825639	02500001	02/07/2017 3:34:42PM	Microsoft Excel Files (*.xls)	Posted	Details
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				Personalize Find View All  	First 	1-4 of 4	 Last																										
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29.	<p>View the report. Receipt numbers for all deposits made through the Cashier are located here.</p> <div><table><tr><th colspan="7"></th><th>Monetary</th><th colspan="7"></th></tr><tr><th>Journal</th><th>Line #</th><th>Account</th><th>Department</th><th>Project</th><th>Fund</th><th>Program</th><th>Amount</th><th>Date</th><th>Reference</th><th>Receipt#</th><th>Item #</th><th>EmplID</th><th>Deposit#</th></tr><tr><td>STF0137355</td><td>206</td><td>726101</td><td>2500001</td><td></td><td>10001</td><td>ZZ</td><td>(192.31)</td><td>2/7/2017</td><td></td><td>180188</td><td></td><td></td><td></td></tr></table></div> <p>Note: Individuals with security access to P/S Cashiering can view receipts in UCF Financials. Navigate to: Main Menu > Student Financials > Cashiering > Review Departmental Receipts.</p> <p>When accessing the receipt panel, please note that it is not necessary to provide the Cashier's Office information, only the Business Unit and Receipt Numbers are required. Personnel requiring security access to view receipts should contact the manager of the Cashier's Office.</p>								Monetary								Journal	Line #	Account	Department	Project	Fund	Program	Amount	Date	Reference	Receipt#	Item #	EmplID	Deposit#	STF0137355	206	726101	2500001		10001	ZZ	(192.31)	2/7/2017		180188			
							Monetary																																					
Journal	Line #	Account	Department	Project	Fund	Program	Amount	Date	Reference	Receipt#	Item #	EmplID	Deposit#																															
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